

INFORMATION

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2 MAR 1969

REGISTRY

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DD/S 69-0958

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FILE *1-26961-2*

2 MAR 1969

**MEMORANDUM FOR:** Training Officer, Office of Communications  
Training Officer, Office of Finance  
Training Officer, Office of Logistics  
Training Officer, Office of Medical Services  
Training Officer, Office of Personnel  
Training Officer, Office of Security  
Training Officer, Office of Training  
Training Officer, Support Services Staff

**SUBJECT** : Reading Improvement Course

**REFERENCE** : Memo frm Registrar/OTR to STOs dtd  
25 Feb 69, same subj

1. Attached for your information is a memorandum giving the most recent status of the Reading Improvement Course. Please note that the next Course is scheduled to begin on 24 March and is intended primarily for those offices located in the Rosslyn Area.
2. In view of the limited space for this Course, requests will have to be held to one from each Office.
3. You should arrange to have Form 136 reach this office not later than 10 March.

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Senior Training Officer  
Deputy Director for Support

Att

Distribution:

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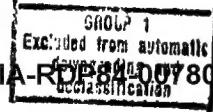
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25 February 1969

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MEMORANDUM FOR: [Redacted]

SUBJECT : Reading Improvement Course

1. As you are aware the Reading Improvement Courses have finally commenced. Our immediate planning is to have two runnings at Headquarters and one at Rosslyn. This particular schedule is based on two factors:

a. While the pilot U.S.D.A. running was satisfactory, we wish to have a further evaluation before we commit ourselves to a heavy schedule.

b. The use of the Cafeteria Mezzanine for the Headquarters course is still experimental; however, we have no alternative space in the Headquarters Building.

If these three runnings prove satisfactory on both counts, we will be able to schedule two consecutive runnings at each site, and be able to accommodate approximately 44 students each 5/6 weeks. If the Mezzanine proves unsatisfactory, our only alternative would be to conduct the courses at 1000 North Glebe Road.

2. The question then arises as to the most equitable system for distributing the available slots. According to a survey of over a year ago, there were well over 1000 potential students. While there is no ideal solution, we have decided to assign a quota of 5 to each Directorate and 2 to the DCI's Office for each running. The Directorate would then sub-allocate these quotas as they see fit. In view of the pressures for attendance, only students with high likelihood of being able to attend regularly should be selected. At present we have a fixed cost of \$900 a running; this will be prorated among the users and should average about \$45 a student. Since missing the first session would make the attainment of goals unlikely, no substitutions are possible once the course has begun.

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Components sponsoring those who drop out after the first class will be charged the full prorated amount.

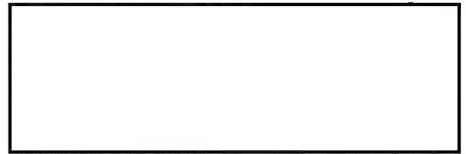
3. Based on the above stated rationale it is requested that the Senior Training Officer in each Directorate: (a) allocate the positions available, (b) arrange that the requests pass through their hands for initialing. This will ensure that all F-136s received by OTR will be within the quota limitations.

4. The next running, primarily for those in the Rosslyn area, is scheduled in Room 1215A Ames Building on 24 March from 0900 - 1100 hours each Monday and Wednesday through 23 April. Please submit nominations on Form 136 as soon as possible to OTR/RS/ETB, Room 835, 1000 North Glebe Road.

5. If any questions arise please call [redacted]  
extension [redacted]

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Registrar, Office of Training

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